



**In the Supreme Court of Iowa**

**In the Matter of  
Interim Rules to  
Govern the use of the  
Electronic Document  
Management System**

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**Supervisory Order**

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The judicial branch continues implementing the electronic document management system (EDMS) across the State of Iowa. This system enables the electronic filing, storage, and retrieval of court documents. The continued phasing in of EDMS in additional counties has allowed court staff, users, and the EDMS project management team to identify and address system and procedural issues.

The Chapter 16 Rules Pertaining to the use of the Electronic Document Management System are interim rules that govern the process for using EDMS as it is being implemented. In response to recommendations of the EDMS business advisory committee for immediate revision of the chapter 16 rules pertaining to the filing and retention of original documents, the court hereby amends rule 16.411 of the Iowa Court Rules governing EDMS, effective immediately.

The court amends and renumbers rule 16.411. Rule 16.411(2) is added to provide an exception for retaining original documents for authorized governmental agencies that have statutory authority to destroy original documents.

The amendments to rule 16.411 are provided with this order.

Because chapter 16 rules are interim rules subject to limited application, these amendments shall not be published in the Iowa Court Rules.

Dated this 15th day of August, 2014.

The Supreme Court of Iowa

By Mark S. Cady  
Mark S. Cady, Chief Justice

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**Rule 16.411 Original documents.**

**16.411(1) Generally.** When the law requires the filing of an original document, such as a will, mortgage document, birth certificate, foreign judgment, or other certified or verified document, the filer shall scan the original document and file the scanned document in the electronic document management system. ~~The filer shall retain the original document for~~ For a period no less than two years or until the conclusion of the case or the conclusion of an appeal, or the conclusion of the estate, whichever is later, ~~The~~ the filer shall immediately deliver the original document to the court upon request of the court or the other party for inspection and electronic preservation, if necessary.

**16.411(2) Exceptions for authorized governmental agencies.** A governmental agency with statutory authority to destroy an original document after making an unaltered image or reproduction of the original document, shall retain and, upon request of the court or other party, immediately deliver an unaltered image or reproduction of the original document to the court or other party for inspection and reproduction, if necessary.